

Chief Administrative Officer's Report

October 15, 2025

PROJECT FILES:

Clare Health Centre:

- Acoustic testing complete. Solution to achieve the desired STC 50 standard is being priced for implementation.
- Currently working through deficiency report (75% complete).
- Staff training on equipment operation and maintenance is complete.
- Closeout documentation is being finalized.
- Occupancy and handover by month's end.

Clare Veterans Centre (CVC):

- Grinding of cement floor in studio is underway, in preparation for installation of sprung floor.
- Acoustic testing (and required sound dampening measures) will follow the installation of the sprung floor.
- Counter tops and kitchen equipment fully installed.
- Working on deficiencies list.
- Staff training on equipment operation and maintenance is complete.
- Landscaping complete (not including cenotaph).
- NSP final inspection is completed and passed.
- Occupancy is approved with restrictions (i.e., studio area).

LUB and MPS Review:

- The Director of Public Works and I are currently finalizing our review of the most recent draft of the LUB and MPS.
- Our intention is to have this review completed this week and following the incorporation of any needed edits by Stantec, to make these documents available to the public for review well ahead of a public consultation in mid-November.
- A targeted consultation involving private sector stakeholders is also being planned to coincide with this public consultation. These same private sector stakeholders were convened earlier on in this process and their feedback proved quite valuable.
- Assuming all goes as planned, the intention is to proceed to first reading either on November 19th or 26th and to Public Hearing and Second Reading in January.
- That said, the preference is to proceed to Public Hearing and Second reading in December if the timing allows us to do so while also complying with the legislative process.
- In either scenario, project closeout is expected in January 2026.

Meteghan Sewer Extension:

- Manhole and new sewer line installed, and route 1 reinstated.
- Exp. was on site on October 7th. All good. No issues.
- Contractor currently trenching, installing sewer pipe plus 2 additional manholes, and preparing for sewer laterals. Backfilling as they advance.
- This portion of the project is roughly 75% complete.
- Proposed upgrades to the Meteghan Wastewater Treatment Plant still at the planning stage.
- Total project cost is \$1,558,000.
- Total ICIP contribution of \$1,142,533 (73.33%).
- Total municipal contribution \$415,467.

Active Transportation Plan:

- RFP for Active Transportation Plan has been awarded to Upland Planning + Design in the amount \$69,930 plus HST.
- Community engagement has commenced.
 - Online survey (including an interactive map in which residents can add comments) has been launched and is open until Sunday, October 26th.
 - Survey has been promoted via email directly to 46 tourism businesses, 65 Gran Fondo participants from Clare, Council and staff, and 66 other points of contact from various community groups and businesses.
 - Engagement sessions have been scheduled for this coming Friday and Saturday with: Maison au coucher du soleil, ESDC, Inclusion Clare, and BCDC. Waiting to receive confirmation from the Clare Rails to Trails Association, and the Villa Acadienne.
 - A pop-up engagement session outside of Clarence's Foodland is planned from 9:00 a.m. - noon on Saturday to promote the ATP and the survey, and to gather comments.
 - Virtual meetings to follow with the Clare Community Health Board, the WREN / Get side tracked, the MLA for Clare, Université Sainte-Anne, municipal staff, Council, CFA de Clare, Accessibility Advisory Committee, and potentially NS Public Works.
 - Facebook ad promoted with goal of increasing link clicks to the website. So far, ad has been viewed 16,225 times and reached 4,387 people.
 - Website article viewed 278 times in English and 1,072 in French.
 - Posters have been hung up on community boards (i.e., in stores / public spaces) and at various locations where people would likely be walking (i.e. Cape Saint Mary Lighthouse Park, Mavillette Beach entrance, Meteghan Family Park, electricity poles on sidewalks, and still to be added: U. Sainte-Anne walking track, ptit bois, Wentworth Park walking trail, Havelock Community Centre, etc.).
 - Advertised on CIFA through free monthly ads.

Veterans Banner Program:

- A total of 17 applications were received.
- Banners have been shipped and are expected next week.
- Banners will be installed by the end of October and removed after November 12th.
- Installation will be along route 1 in Saulnierville, starting at the Clare Veterans Centre and going in either direction.
- Total cost per banner is \$225. Asking \$175 per family. Municipality to contribute \$50 per banner plus cost of installation.

Equipment Storage Building:

- Delmar has commenced excavation for the new Equipment Storage Building.
- Waiting on concrete contractor. Booked for end of October (currently Fall rush for concrete).
- Framing to commence shortly thereafter.
- Expect to be roof-tight by end of November.

Water Voucher Program:

- To be discussed under New Business – Item 12.5

Financial:

- As of September 30, 2025, the Municipality recorded \$12,808,821 in revenues versus \$6,683,033 in expenses, for a surplus of \$6,125,788.
- As of September 30, 2025, the Municipality had a balance of \$6,702,621 in its operating fund, \$20,037 in its capital fund and a total reserve balance of \$2,230,388. The total reserve balance can be broken down as follows:
 - Operating reserve - \$826,692
 - Capital reserve - \$101,000
 - Landfill closure reserve - \$382,449
 - Gas tax reserve - \$394,584
 - SSGF reserve - \$525,663